SMART

Statewide Management, Accounting and Reporting Tool

Participant Guide –

GL330: Processing Journal Entries

State of Kansas

TABLE OF CONTENTS

Course Overview

Course Objectives

Upon completion of the course, you will be able to:

- Describe the State of Kansas Journal end to end journal process
- List the roles involved in the journal process and explain how the roles fit into the activities in journal processing
- Define key journal terms and concepts
- Complete journal related tasks in the SMART system

Agenda

Today, we will cover the following topics:

- Journal Entry Overview
- Importing Spreadsheet Journals in SMART
- Creating a Journal Entry in the SMART
- Reviewing Journals in SMART
- Processing Journals

Participant Notes:

Lesson 1: Journal Entry Overview

Objectives

Upon completion of this lesson, you will be able to:

- Explain the key terms for general ledger
- Describe the State of Kansas Journal Process
- List and describe the roles involved in the journal process

Key Terms

- **General Ledger –** The main accounting record of a business which uses double-entry bookkeeping
- **Journal Date –** The date of the journal transaction, resolves the accounting period and fiscal year a transaction posts.
- **Journal Entry** – Summarized accounting entries from FMS Feeder systems, which are posted to the General Ledger. Also high-level reclass accounting corrections.
- **Journal Header** – The first page entered to create journal entries in general ledger, which includes the overall journal information such as the ledger, the journal source, long and short descriptions, and more.
- **Journal Lines –** Refers to each accounting line entered in General Ledger Create Journal Entries consisting of appropriate ChartField and accounting values.
- **Combination Edits –** Defines rules about which ChartField values are required in combination for accounting entries that are posted to the system.
- **Budget Checking** – Checks all journals against the applicable budgets, including Appropriation, Cash, and Agency Operating Budgets.

Participant Notes:

- **Posting** – Refers to the final step in the journal entry process. When a journal is free of errors and approved by all parties it can be posted to the ledger.
- **Spreadsheet Journal Import –** Enables you to enter journals offline using Microsoft Excel and then import the journals into your PeopleSoft database. This tool allows for quick entry and upload capability for journal entries.

Topic 1: Key Concepts in the Journal Process

- The General Ledger in SMART is the module that contains the accounting transactions that make up the accounting system of record
- There are three ways that journals can be created in General Ledger:
  - Journals are created through the Journal Generator process
  - Journals are uploaded using spreadsheet journal upload
  - Journals are entered online

Topic 2: End-to-End Journal Process

- The following roles are involved in Processing Journal Entries

Role	Description
Kansas GL Processor	This role is responsible for entering and maintaining journals
Kansas GL Approver	This role is responsible for approving journals in the workflow process before they go to Accounts and Reports for approval
Kansas GL Viewer	This role is responsible for viewing the general ledger data entered by other employees

Participant Notes:

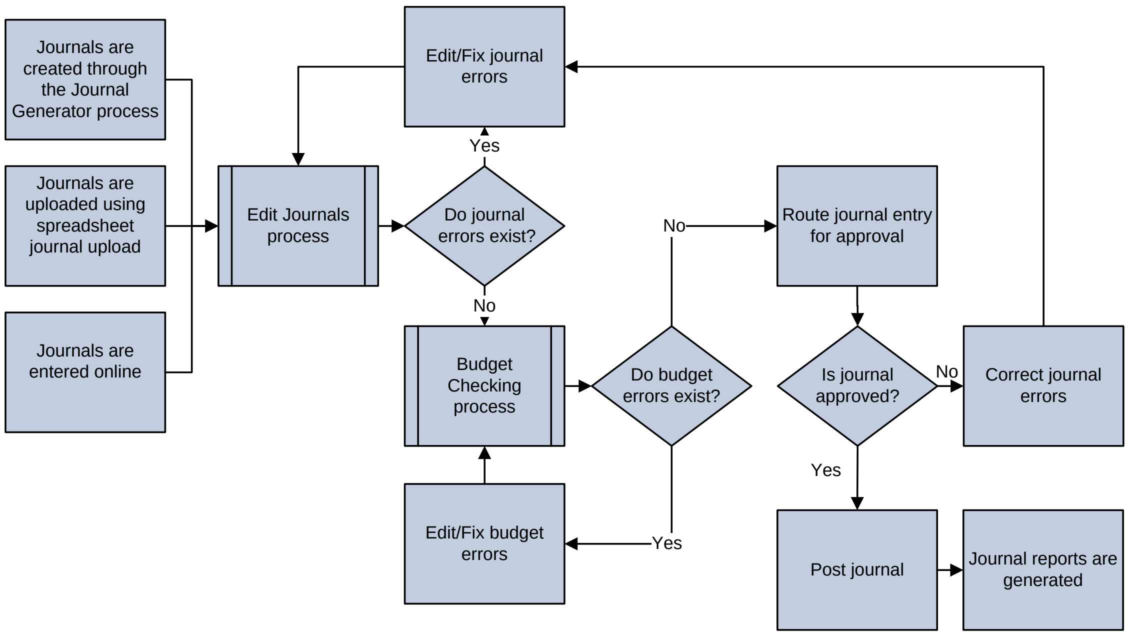


Figure 1. General Ledger End-to-End Process

Participant Notes:

Topic 3: General Ledger Workflow

- Workflow is an automate process that takes a SMART transaction and routes it to the next approver level to approve or deny. GL workflow governs the journal entry approval (and denial) process.
- Below are the main processing steps in General Ledger workflow:
  - Deny – Journal is denied. The original processor receives notification via system-generated email, and the workflow processing ends.
  - Recycle – Journal is recycled. The previous approver receives notification via system-generated email, and the journal is rerouted to that approver via Worklist. Workflow processing is still active.
  - Approve – Journal is approved.
- GL workflow consists of processors and up to three pooled approval steps
  - In pooled approval, all approvers are notified of a new transaction for approval. The worklist will contain the "To-Do" journals for each approver.
  - Any one approver can approve the journal and it will advance to the next approval step. Any one approver can deny the journal and it will be sent back to the processor.
  - At least one level of approval is required
    - Level 3 is required – Levels 1 and 2 are optional
- The only exception is with interfacing agencies. Interfaced journals are loaded in SMART with a generic interface operator ID. As a result, if an interface journal is denied, the denial email will not reach any agency users.
  - The level 1 approver should not recycle or deny the journal. If changes must be made to the journal, the approver has two choices:
    - Send an email to a GL processor informing him/her of the changes that must be made to the interfaced journal
    - Make the necessary changes to the journal prior to approving it.
- Level 2 and Level 3 approvers should not deny interfaced journals. They should either recycle the journal, which sends the journal back to the previous approver's worklist, or update the journal prior to approving it.

Participant Notes:

Topic 4: State of Kansas Ledgers

- The General Ledger contains multiple ledgers. Each ledger captures a different type of financial data for a different purpose.
- Kansas has a centrally maintained GL system. The Department of Administration controls the official General Ledger for the State.
- SMART uses modified-accrual accounting unlike the cash basis ledger of STARS
- The ACTUALS ledger serves as the primary ledger and reports the cash balance in each fund, summarized subsystem journal entries, and journal entries directly posted to the ACTUALS ledger.
- A separate ledger is used for Statewide CAFR reporting and year-end adjustments to comply with GASB. Both the Primary and Reporting ledger can be combined to satisfy reporting requirements.
- Coding corrections for agency transactions are typically entered in the applicable subsystem and processed into the GL. Certain journals, e.g. agency-wide and Payroll re-class journals; will take place in the GL.
- Statistical codes are captured at the agency level and used to record statistical information. Stat codes are entered via the GL Journal Entry screen or within a voucher transaction. Some examples include floor space, full-time equivalent workdays, shipment size, or generic units. The table of valid statistics codes is centrally maintained.

Lesson Review

In this lesson, you learned to:

- List the basic key terms in the journal process
- Describe the end-to-end journal process
- List and describe the roles involved in the journal process
- Explain the State of Kansas Ledgers

Participant Notes:

Lesson 2: Creating a Journal Entry in SMART

Objectives

Upon completion of this lesson, you will be able to:

- Create a new journal entry in SMART
- Enter control totals for a journal
- Copy a journal using both the journal lines page and the Copy Journals process

Topic 1: Creating a New Journal Entry

- At a minimum, a journal in General Ledger consists of a header and entry lines
- The header contains the information that uniquely identifies the journal (business unit, journal ID, and journal date Journal entry lines record the monetary and statistical codes and the ChartField values associated with each transaction
- A single journal entry must be at least two lines in length because total debits must equal total credits for a single journal entry
- Journal entries must balance debits and credits by Fund and Budget Unit.
- The account numbers you enter here classify the nature of the transaction
- In SMART, the journal process is defined by workflow, which is agency specific. Once the GL Processor saves a journal, an email is automatically sent to the agency assigned GL approver. The GL approver ensures the journal has no errors and approve the journal.
- Journals use delivered Journal Workflow Approval functionality as part of the approval process. Journals are entered and edited at the Agency level and then route to Central approvers for approval and posting.

Participant Notes:

Page Name	Path
Header	General Ledger>Journals>Journal Entry>Header

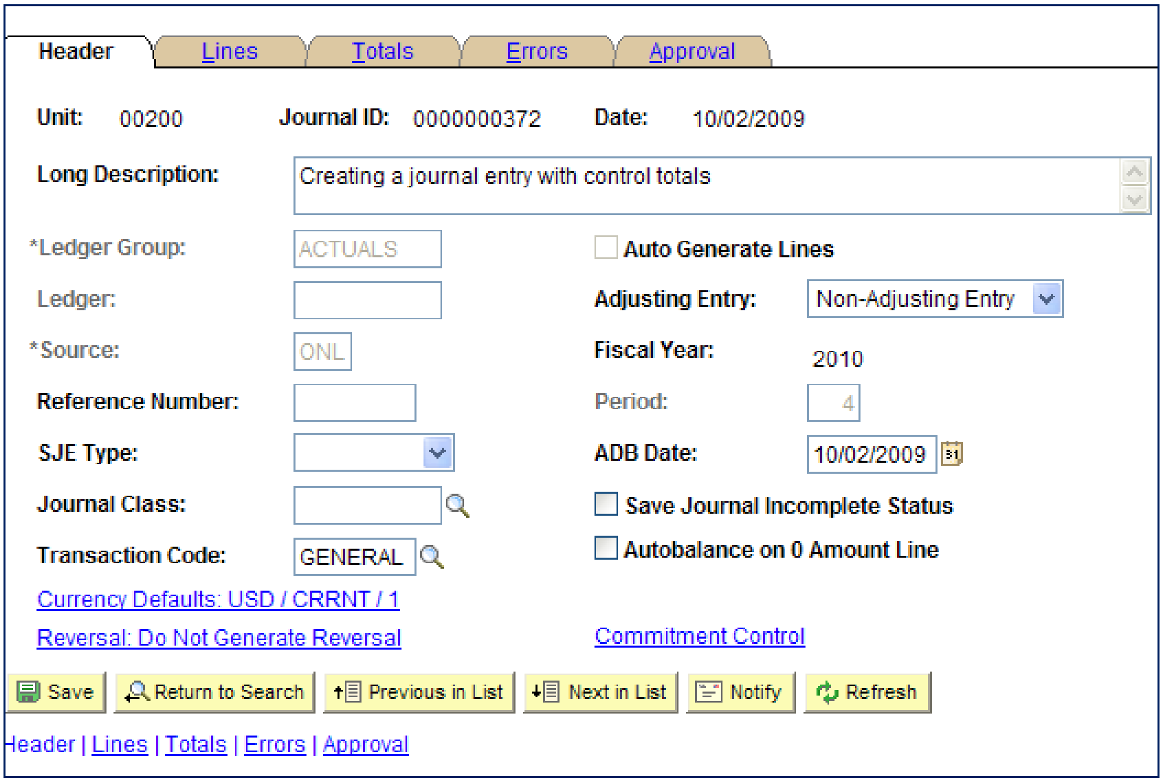


Figure 2. Header Page

Fields	Description
Journal ID	A number that is automatically assigned by SMART to uniquely identify the journal
Journal Date	This field defaults to the current date. Do not change this date in SMART.

Participant Notes:

Fields	Description
Ledger Group	SMART auto populates the Ledger Group and Source fields with default information based on the setup of your SMART User ID. The Ledger Group defines where to post the journal.
Source	The Source field defaults with the source from which the journal is originating. If you are entering a journal online, the field defaults to ONL, indicating that this entry is for an online journal entry.
Long Description	Use the Long Description field to enter text describing the reason for the journal
Save Journal Incomplete Status	If necessary, use the Save Journal Incomplete Status checkbox to finalize the journal later

Table 1. Header Page Fields

Page Name	Path
Lines	General Ledger>Journals>Journal Entry>Lines

Participant Notes:

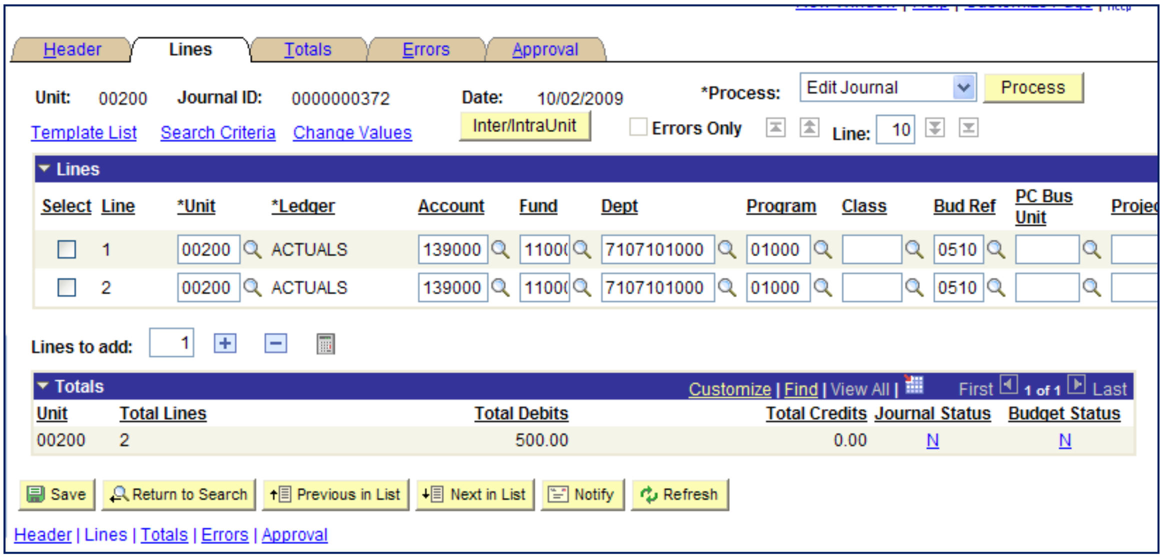


Figure 3. Lines Page Left Side of Page

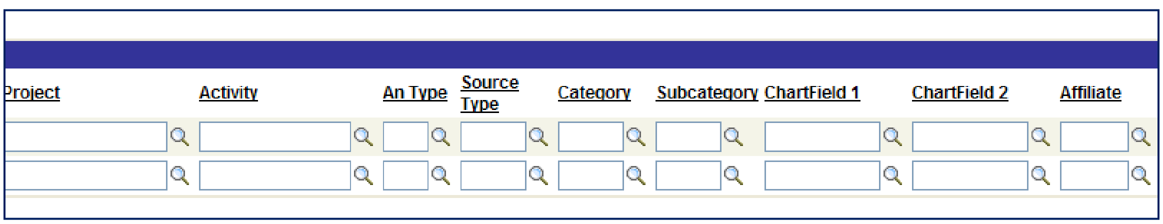


Figure 4. Lines Page Center of Page

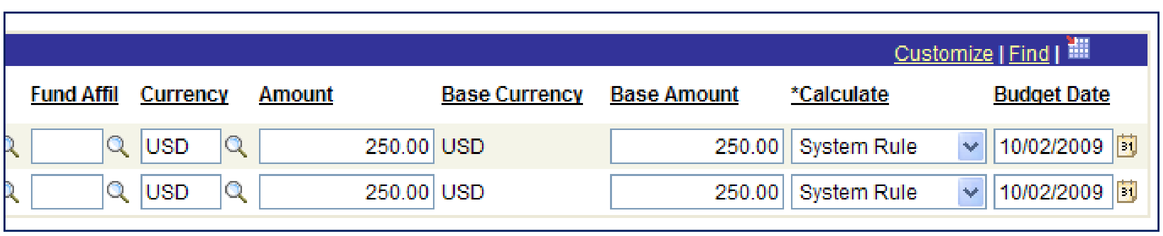


Figure 5. Lines Page Right Side of Page

Participant Notes:

Fields	Description
Process	Use this field to choose the process you wish to run: • **Edit Journal –** Runs a process to validate the journal entry against State of Kansas edits • **Copy Journal –** Runs a process to copy the journal details to a new journal id • **Delete Journal –** Runs a process to remove the journal from SMART. **Note:** This process cannot be run once the journal is posted.
Lines to add	Enter the number of lines that you want to add when you click the Insert Journal Lines button to the right.
+	To add additional lines to the scroll, enter the number of lines to add in the lines to add field, and click the Insert Journal Lines button.
−	Select the check box next to any journal line that you want to delete, and click the Delete Selected Journal Lines button.
Total Debits	You are able to view that the journal is balanced because the value in the Total Debits column is equal to the value in the Total Credits column. Once you have a balanced journal, you may begin processing the journal directly from this page.
Total Credits	You are able to view that the journal is balanced because the value in the Total Debits column is equal to the value in the Total Credits column. Once you have a balanced journal, you may begin processing the journal directly from this page.

Participant Notes:

Fields	Description
Journal Status	The Journal Status changes to "V" after the journal is edited, where "V" stands for "Valid." It is important to know that a journal must have a valid journal status before it can be posted. From this point, the journal automatically progresses through to the budget check process.
Budget Status	The Budget Status changes to "V" after the journal is edited, where "V" stands for "Valid." It is important to know that a journal must have a valid budget status before it can be posted. From this point, the journal automatically progresses through workflow to the approval process.

Table 2. Lines Page Fields

Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Creating and Editing a Journal Online.

Walkthrough/Activity

We will now complete Activity 1-2: Creating a Journal Online in your Activity Guide.

Topic 2: Saving a Journal with Incomplete Status

- If you are not ready to submit a journal for approval, use the Save Journal Incomplete Status checkbox to keep the journal from processing through workflow when you save.
- Once you return to the journal and complete your data entry, clear the Save Journal Incomplete Status check box to allow the journal to move through the approval process

Participant Notes:

Walkthrough/Activity

We will now complete Activity 3: Completing a Journal Marked Incomplete in your Activity Guide.

Topic 3: Control Totals

- The **Totals** page enables you to verify the amounts in a journal entry. As you enter the journal lines, SMART displays a running total of the actual debits, credits, and lines, as well as the net difference between the amounts entered and the control totals. When you edit the journal and the control totals do not equal the actual totals, SMART flags the journal as having errors. The journal errors need to be corrected before the journal entry can be posted in SMART.
- For example, suppose that you have plans to allocate rent expense across several departments and know that the total rent expense is 50,000 USD for 2,000 square feet. Because you know how many departments are involved, you know that there will be 15 lines in the completed journal entry. You enter these amounts as control totals to ensure that when the journal lines are entered, these figures match before the journal is posted.
- When entering a control total on a journal in SMART, you must first populate an **Account** number
- For the Control Total to be effective, the **Fund** number you enter on the **Totals** page, must MATCH the Fund number you enter on the journal **Lines** page. You will enter the Fund number on the journal Lines page. **Note:** SMART will automatically populate the fund on the totals page as funds are added in the lines tab. Pre-populating the fund on the total tab is also an option.

Page Name	Path
Totals	General Ledger>Journals>Journal Entry>Totals

Participant Notes:

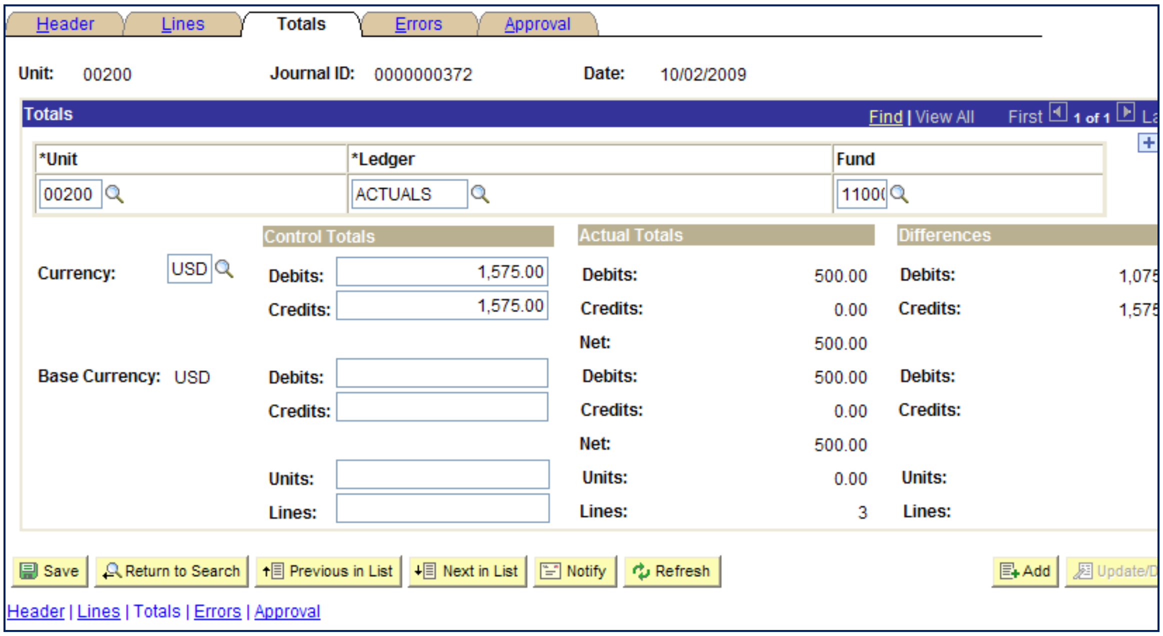


Figure 6. Totals Page

Fields	Description
Fund	The system will automatically populate the fund on the totals page as funds are added in the lines tab. You do not need to pre-populate the fund on the total tab but it is in an option to do so. The Fund number you enter on the Totals page, must MATCH the Fund number you enter on the Lines page. Notice that you can add a row for each Fund that you will enter on the Lines page.
Control Totals Section	Specify the total debits, credits, statistical units, and number of lines to be entered. If you leave any of the control total fields blank, SMART will not validate against the associated actual total.

Participant Notes:

Fields	Description
Actual Totals Section	As you enter the journal lines, SMART displays a running total of the actual debits, credits, units, and lines.
Differences Section	This section displays the differences between the Control Totals fields and the Actual Totals fields. If the Control Totals do not match the Actual Totals, the journal will show as having an error.

Table 3. Totals Page Fields

Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Creating Control Totals.

Walkthrough/Activity

We will now complete Activity 4: Creating Control Totals in your Activity Guide.

Topic 4: Copying a Journal Entry

- You might find that similar or identical journals recur with some frequency. To avoid having to retype the same information, you can use an existing journal as the basis for a new journal entry.
- You can copy posted or unposted journals and then change the header or detail lines, as needed. The new journal is identified as not yet edited, and you must edit it before it can be posted.
- There are two methods for copying a journal:
  - Use the **Journal Entry** page and choose the **Copy Journal** process
  - Use the **Copy Journal** page to run the copy process

Participant Notes:

Page Name	Path
Copy Journals Request	General Ledger>Journals>Copy Journals

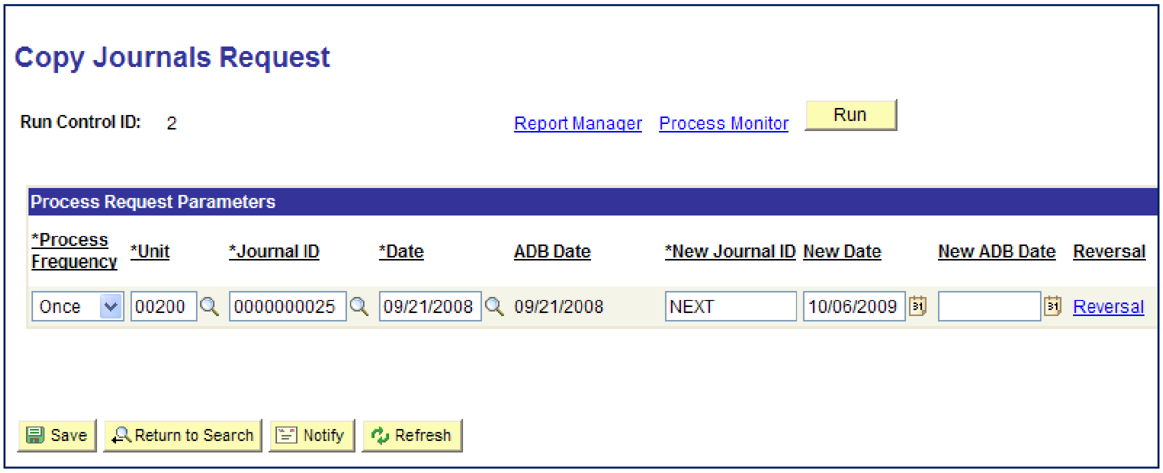


Figure 7. Copy Journals Request Left Side of Page

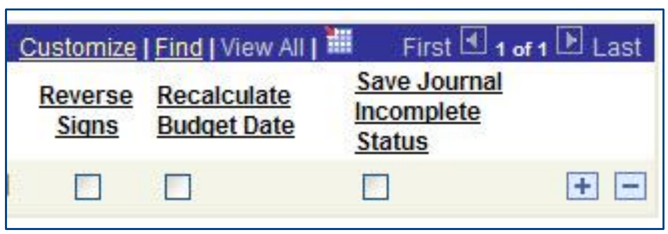


Figure 8. Copy Journals Request Right Side of Page

Fields	Description
Process Frequency	Accept the default value of “Once”
Unit, Journal ID, Date	Enter the values for the journal you wish to copy

Participant Notes:

Fields	Description
New Journal ID	Accept the default value of "NEXT in this field to assign the next journal number automatically to the new journal
New Date	Enter a journal date for this new journal. The default is the current date.
Reverse Signs	Select this if you want the new journal to have the opposite sign from the original journal. For example, if the sign is positive and you would like the sign to be negative.
Recalculate Budget Date	If selected, the copy journal process sets the budget date as the journal date; otherwise, it copies the old budget date. Always check this box.
Save Journal Incomplete Status	If selected, the new journal saves in an incomplete status

Table 4. Copy Journals Request Page Fields

Walkthrough/Activity

We will now complete Activity 5-6: Copying a Journal in your Activity Guide.

Lesson Review

In this lesson, you learned to:

- Create a new journal entry in SMART
- Enter control totals for a journal
- Copy a journal using the journal lines page
- Copy a journal using the Copy Journals process

Participant Notes:

Lesson 3: Importing Spreadsheet Journals in SMART

Objectives

Upon completion of this lesson, you will be able to:

- Explain the importance of journal spreadsheet uploads in SMART
- List the requirements for importing spreadsheets journals into SMART
- Demonstrate the steps to successfully import a spreadsheet journal

Topic 1: Spreadsheet Journals Overview

- The Spreadsheet Journal workbook enables you to enter journals offline using Microsoft Excel and then import the journals directly into General Ledger
- The benefits for using spreadsheet journals are:
  - Spreadsheets enable rapid data entry, which is useful for keying large journals
  - Recurring or repetitive journals can be saved and easily updated for changing dates and amounts
  - The accounting data necessary to create a journal is oftentimes already in an Excel spreadsheet and can easily be copied into the spreadsheet template
- The Spreadsheet Journal functionality is different from the online journal. The differences include no dropdown lists for ChartField values and no validation against the database until the journal has been imported and saved.

Participant Notes:

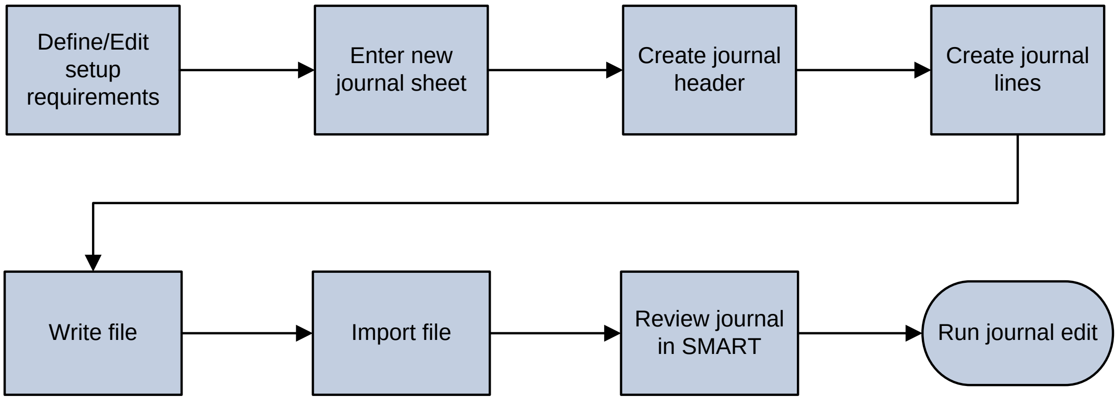


Figure 9. Importing a Spreadsheet Journal Process

Topic 2: Spreadsheet Journal File Requirements

- There are four files used to import spreadsheet journals into General Ledger. The first three files may be placed in the same directory anywhere on your workstation. The MSXML.dll file is part of the Microsoft library.
- You can create multiple journal workbooks by saving a clean JRNL1.xls file as JRNL2.xls, JRNL3.xls, or GINA.xls or BIANCA.xls for example. However, the message log template, GLLOG.txt, and the macro sheet files, JRNLMCRO.xla, must not be changed or renamed.
- In order to import spreadsheet journals, Microsoft Excel must be enabled to accept macros. To enable macros, go to Tools>Macro>Security and select Medium or Low on the Security Level tab.
- Contact your technical staff if you need assistance with any of the setup related to importing spreadsheet journals

Required Files	Description

Participant Notes:

JRNL1.XLS	This is the journal workbook that you use to create and import journals. You can rename this file, if you want.
JRNLMCRO.XLA	This is the Visual Basic code library and dialog control
GLLOG.XLT	This is the Message log template
MSXML.DLL	Microsoft delivered XML library file used when importing online

Table 5. Spreadsheet Upload Files

Topic 3: Creating a Spreadsheet Journal

- You must access a new journal sheet to begin entering the data for your spreadsheet upload
- You can insert as many journal sheets as needed, and each journal sheet can contain as many journals as necessary

Page Name	Navigation
Spreadsheet Journal Import Control sheet	Open JRNL1.xls file at workstation

Participant Notes:

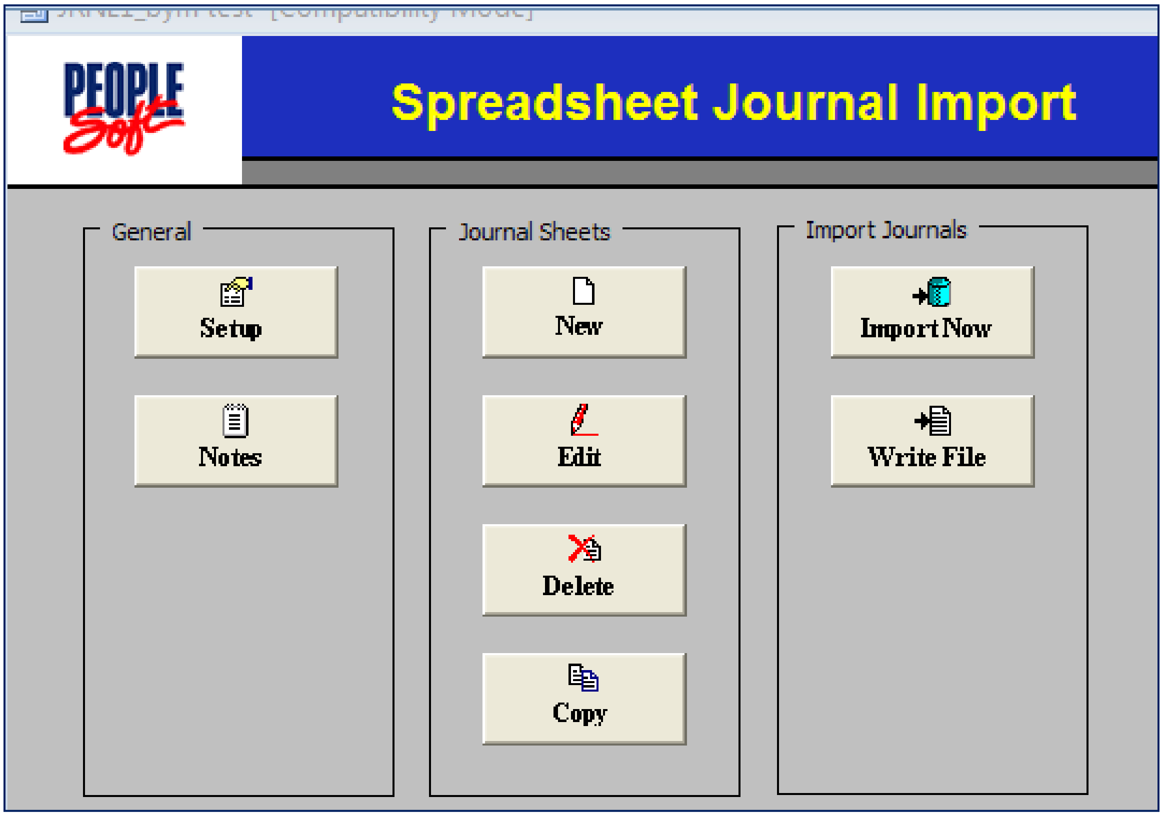


Figure 10. Spreadsheet Journal Import Control Worksheet

Fields	Description
Setup	Click to set up access to the Define Options and Defaults dialog box. Use to set journal header defaults, message logging options, document sequencing options, and online import controls. Options set here will default to journal sheets and journals created within this workbook.

Participant Notes:

Fields	Description
Notes	Click to access another worksheet in the workbook that can be used as a scratch pad. Use the scratch pad for instructions, calculations, notes, and so on.
New	Click to insert a new journal sheet. A workbook can contain as many journal sheets as needed, and each journal sheet can contain as many journals as desired.
Edit	Click to edit an existing journal worksheet
Delete	Click to delete one or more journal sheets in the workbook
Copy	Click to copy one journal sheet to a new journal sheet saved under a new name
Import Now	The State of Kansas will not use this functionality
Write File	Click to save selected journal sheets to a file. After saving one or more files, you must run the batch spreadsheet journal import process from SMART to upload the file.

Table 6. Spreadsheet Journal Import Control Sheet Fields

Page Name	Navigation
Define Options and Defaults	SJI Control Page>Setup button

Participant Notes:

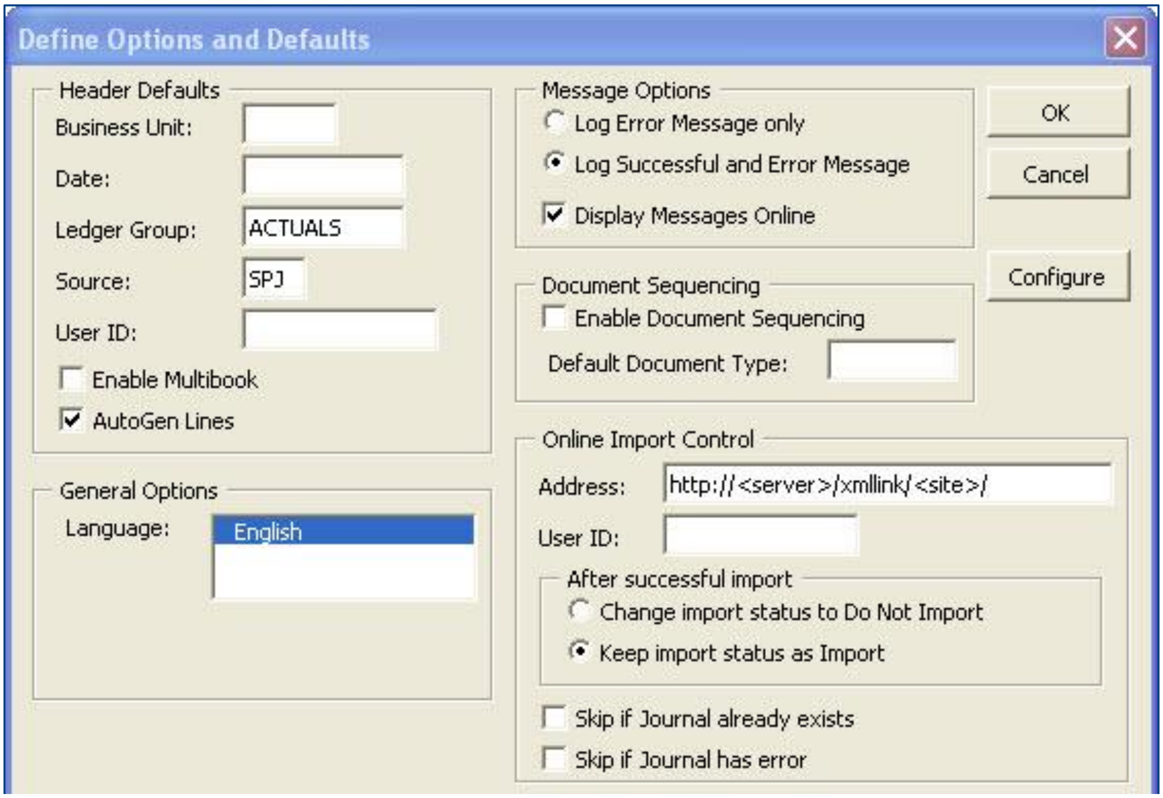


Figure 11. Define Options and Defaults Dialog Box

Fields	Description
Header Defaults section	Fill in your most commonly used journal parameters as defaults. The values are case sensitive. For your convenience, the ACTUALS ledger group and SPJ Source have been pre-filled for all State of Kansas users.

Participant Notes:

Fields	Description
Message Options section	Choose whether you wish to see success and error messages or error messages only. You can also choose to view error messages online rather than using the text file on your workstation.

Table 7. Define Options and Defaults Dialog Box Fields

Page Name	Navigation
New Spreadsheet Journal Sheet	SJI Control Page>New button

Figure 12. New Journal Sheet Dialog Box

Participant Notes:

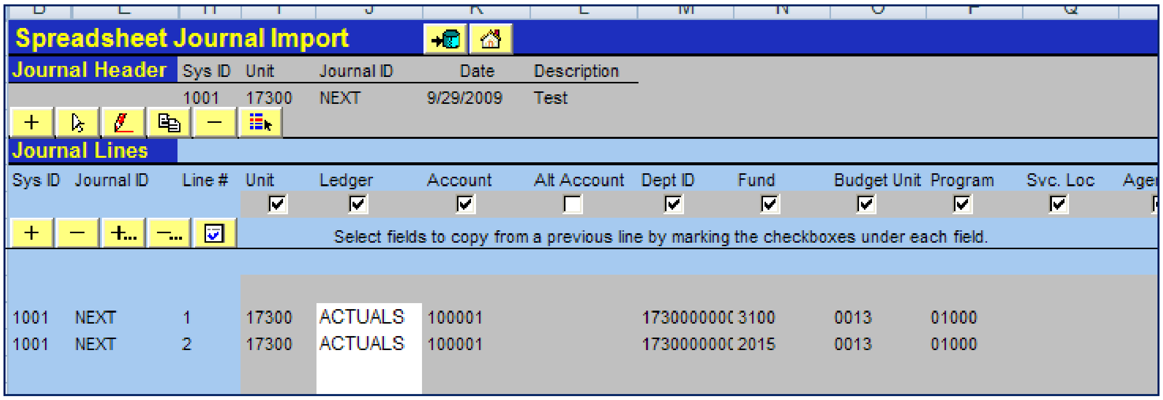


Figure 13. New Spreadsheet Journal Worksheet

Fields	Description
Row 2: Overall Actions Buttons	
	The State of Kansas will not use the Import Now button
	Returns to the Spreadsheet Journal Import Control sheet
Row 5: Journal Header Action Buttons	
+	Create a new Journal Header
	Select a Journal Header
	Edit a Journal Header
	Copy a Journal Header and Lines
–	Delete a journal entry
	Change the import status of a journal
Row 9: Journal Lines Action Buttons	

Participant Notes:

Fields	Description
+	Add a journal line in the current selected journal header. Note: If you wish to copy values down to new lines, use the check boxes in row 8. If a check box is not selected, the initial value for that field on the succeeding line is blank.
−	Delete a journal line. Position your cursor on the line and click this button.
+...	Add/Copy a block of multiple lines
−...	Delete a block of multiple lines
	Check the amount fields to verify that you have entered amounts with the correct number of decimal points. The default number of decimal points is 2. Click the button to check the number of decimal points before you import the journal.

Table 8. New Spreadsheet Journal Worksheet Fields

Page Name	Navigation
New Journal Header Dialog Box	SJI Control Page>New button>Create Journal Header button

Participant Notes:

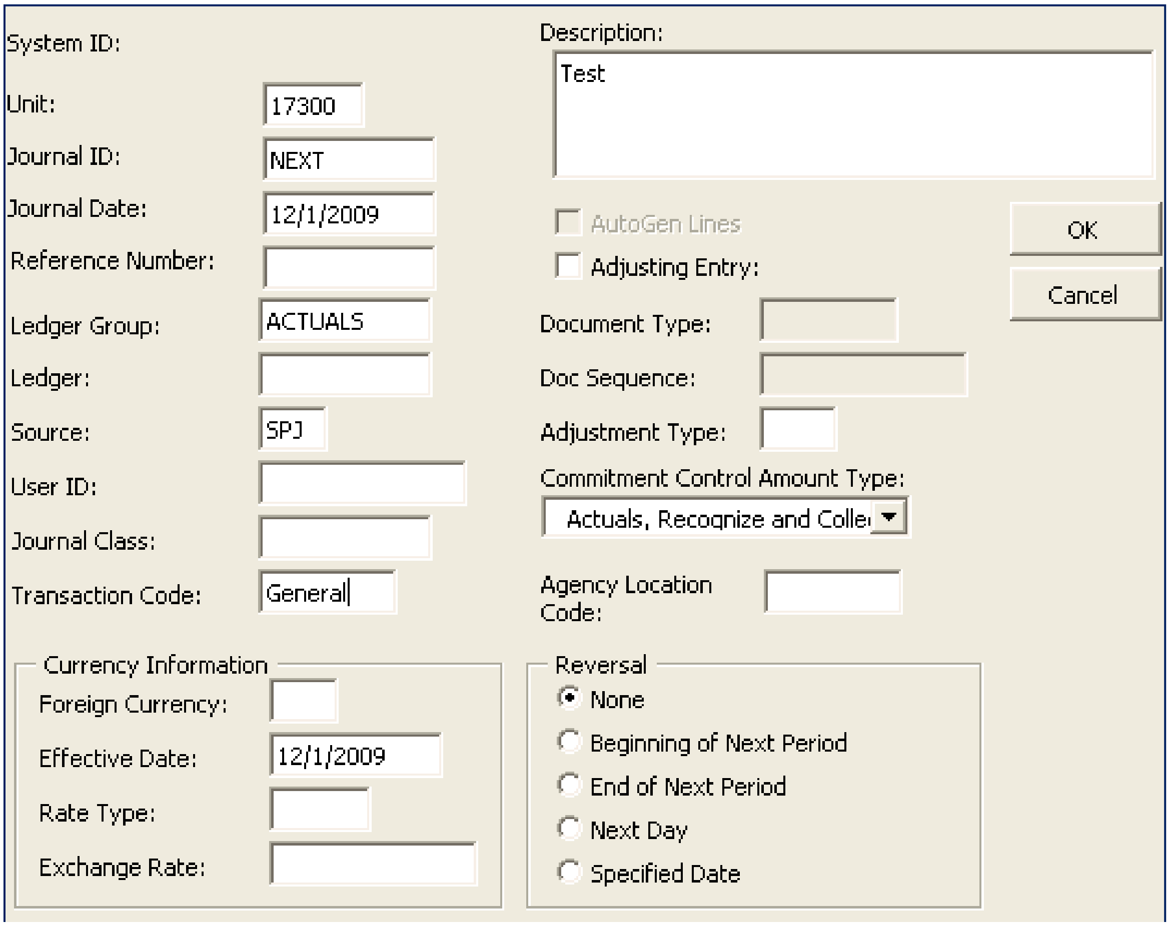


Figure 14. New Journal Header Dialog Box

Participant Notes:

Fields	Description
Reference Number	Identifies a document, person, invoice, date, or any other piece of information that is associated with a journal entry and is helpful when you need to trace back to the source of a transaction. Error messages that are logged contain the journal header reference to assist in researching the source of a transaction.
Commitment Control Amount Type	Identifies the Commitment Control Amount type fro the Journal. Should always be set to Actuals, Recognize, and Collect.

Table 9. New Journal Header Dialog Box Fields

Page Name	Navigation
Copy Journal Dialog Box	SJI Control Page>New button>Copy Journal Header and Lines button

Participant Notes:

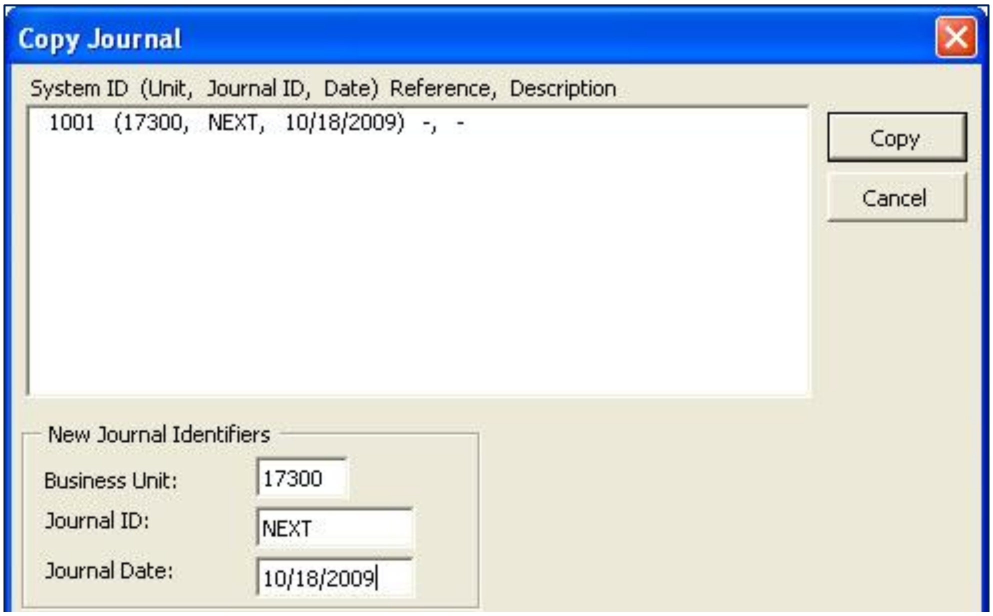


Figure 15. Copy Journal Dialog Box

Topic 4: Importing a Spreadsheet Journal

- After you create a file for import, you log into SMART and use the spreadsheet journal import batch process to upload the file
- Spreadsheet journal validation is limited and it is not intended to be as broad as the validation provided with journal entry using the Journal Entry page. For batch import, error messages are provided in a separate log file and are not part of the message log. However, the message log provides reference to the log file and incorporates the Reference ID field value in all the messages logged.
- The following are examples of error and warning messages that might be logged during spreadsheet journal import:
    - Logs error if “NEXT” is not used where only “NEXT” should be used.
    - Logs journal header validation errors
    - Logs journal line validation errors

Participant Notes:

- Logs message for skipped journal headers
- Logs message for skipped invalid journals

- After importing a journal from a spreadsheet, you must edit the journal before viewing it. If you attempt to open an imported journal before running the edit process, you get a warning message stating that the journal must be edited first. Due to the fact that you cannot access the journal online until it has been edited, we *recommend* that journal entries imported to SMART be edited using batch edit.

Page Name	Navigation
Write Journals to File Dialog Box	SJI Control Page>Write File button

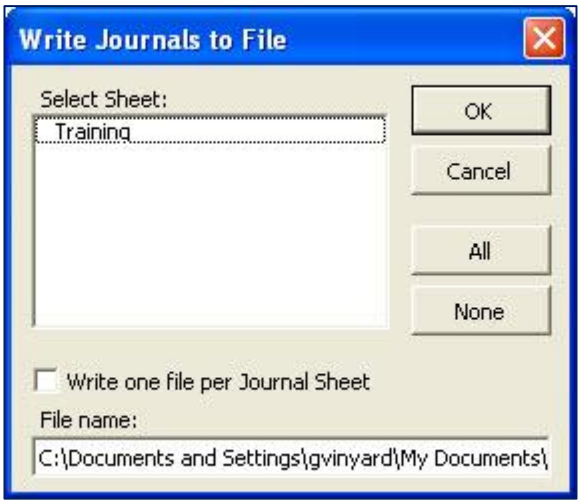


Figure 16. Write Journals to File Dialog Box

Fields	Description
Write one file per Journal Sheet check box	This check box defaults to not selected so that one file is generated for all journal sheets. You have the option of selecting this checkbox to create one file for each journal sheet and an index file.

Participant Notes:

Fields	Description
File Name	Enter a name for the file including the path where you want it saved

Table 10. Write Journals to File Dialog Box Fields

Page Name	Navigation
Spreadsheet Journal Import	General Ledger>Journals>Spreadsheet Journals

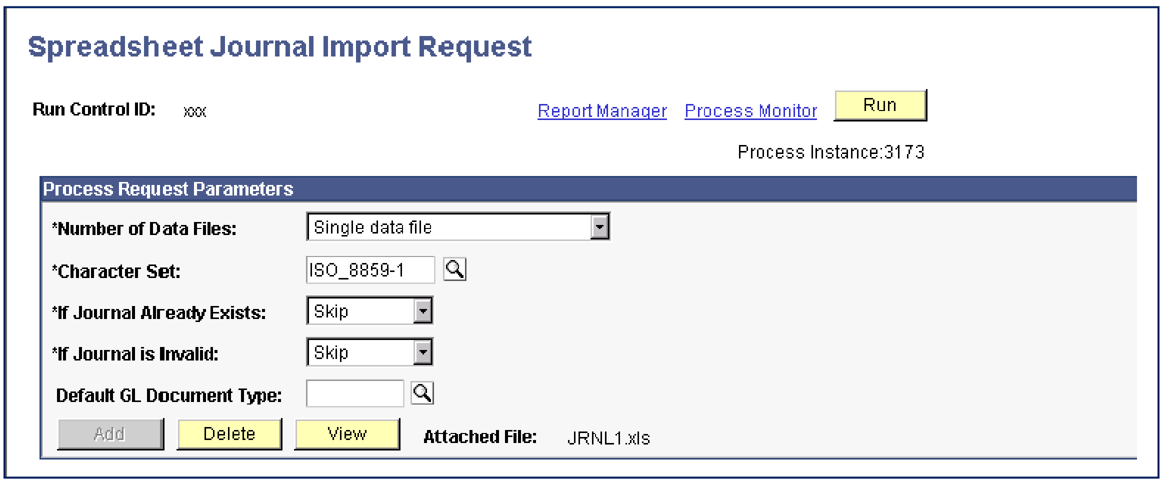


Figure 17. Spreadsheet Journal Import Request Page

Fields	Description
Number of Data Files	• **Single data file -** The file you attached to this page is the data file containing journal data. • **Index file to other data files -** The file you attached to this page is an index file containing file path and file names to one or more data files stored elsewhere.

Participant Notes:

Fields	Description
Character Set	For SMART, the character set is ISO_8859-1 and should not be changed
If Journal Already Exists	Select whether to abort, skip, or update if the same journal already exists
If Journal is Invalid	Select to abort or skip if the journal is invalid
Add	Click to add an attachment. Browse for the file you have written from the spreadsheet journal workbook, and then click Upload.
Delete	Click to delete an attachment
View	Click to display the contents of the attached file

Table 11. Spreadsheet Journal Import Request Page Fields

Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Uploading a Spreadsheet Journal.

Walkthrough/Activity

We will now complete walkthrough Activity 7: Uploading a Spreadsheet Journal in your Activity Guide.

Lesson Summary

In this lesson, you learned how to:

- Explain why a spreadsheet is used for importing journal entries and lists the benefits for using spreadsheet journals
- List the required files and configurations for a successful spreadsheet journal import and teaches the user how to prepare a file for upload.

Participant Notes:

- Demonstrate the steps for uploading a journal spreadsheet into SMART

Participant Notes:

Lesson 4: Processing Journals

Objectives

Upon completion of this lesson, you will be able to:

- Edit a journal using the Journal Edit batch process
- Edit a journal online
- View and correct journal entry errors
- Explain the concept of approving journals for posting

Topic 1: Journal Edit Process

- After a journal is entered in SMART, it must be edited before it can be posted. The Journal Edit process ensures that the ChartField values are valid, debits equal credits, and journal entries are flagged for posting to the SMART general ledger. Budget checking also occurs as part of the edit process. If errors occur during the editing process, the journal must be corrected before it can move forward into the SMART posting process.
- SMART has automatic batch processes that run each night to edit, budget check and post journal entries to the general ledger. In rare circumstances, an exception process that bypasses the nightly automatic batch processes may need to be performed. If the journal entry is comprised of less than two hundred lines, you can use the online journal Lines page process drop-down list to process the journal. However there may be instances where a journal entry is larger than two hundred lines, and needs to be edited using a batch process. In this case, you need to manually start the batch process to edit the journal.
- Editing journals entails entering a process request on the Edit Journals Request page, and then activating a batch journal edit on the Process Scheduler Request page. Once these processes have been completed, you can then view the status of the journal on the Journal Lines page.

Participant Notes:

- Never leave the Business Unit field blank as it would run the edit process for the entire State of Kansas

Page Name	Navigation
Edit Journals Request	General Ledger>Journals>Process Journals>Edit Journals

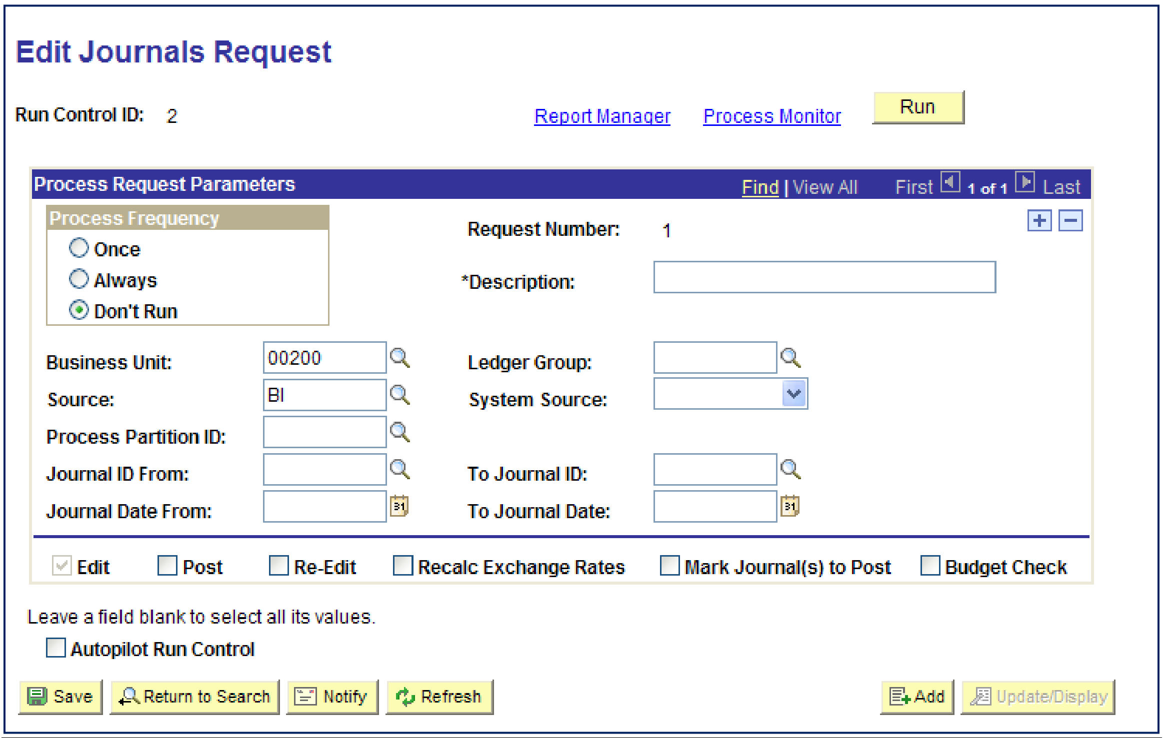


Figure 18. Edit Journals Request Page

Participant Notes:

Fields	Description
Process Frequency	The radio buttons in the **Process Frequency** group box determine how often a request is processed. You want the request to be processed each time editing is initiated. Therefore, you need to select the **Always** radio button.
Description	Use this field to enter the reason for the process request
Business Unit	Your agency Business Unit defaults. Based on your security access, you may change the Business Unit. NEVER leave this field blank.
Journal ID From/To	Use these fields to specify a range of journal IDs to be edited. If you are processing one journal, enter the journal ID in both the Journal ID From and the To Journal ID fields.
Journal Date From/To	Use these fields to specify a range of journal dates to be edited. If you are processing for one date, enter the date in both the Journal Date from and TO Journal Date fields.
Edit	This check box is automatically selected
Budget Check	Select to ensure that the journal entry passes through the budget check process

Figure 19. Edit Journals Request Page Fields

Walkthrough/Activity

We will now complete Activity 8-9: Editing a Journal Online in your Activity Guide.

Participant Notes:

Walkthrough/Activity

We will now complete Activity 10: Editing Journals Using a Batch Process in your Activity Guide.

Walkthrough/Activity

We will now complete a walkthrough using a UPK simulation: Editing Journals Using a Batch Process.

Topic 2: Errors in Journal Processing

- In SMART, agencies will inquire to see which journals have errors. A journal must have a valid Edit and Budget check status before it can be routed for approval.
- A journal entry cannot be posted if one or more of the following conditions are true:
  - The accounting period is not currently open
  - Total debits do not equal total credits
  - Any control totals entered with the journal header do not match the actual totals for the journal
  - One or more journal lines use inactive or invalid ChartFields as of the journal date
- Use the Errors page to review errors

Page Name	Navigation
Errors	General Ledger>Journals>Journal Entry>Errors

Participant Notes:

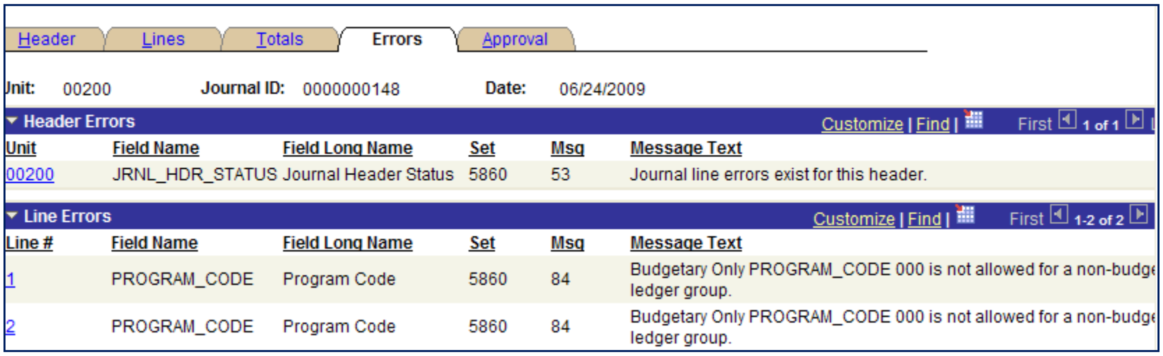


Figure 20. Errors Page

Fields	Description
Field Name	Displays the field in error
Message Text	Provides information regarding the error
Unit	Click to access the Header page to correct the error
Line #	Click to access the Lines page to correct the error

Table 12. Errors Page Fields

Walkthrough/Activity

We will now complete Activity 11: Viewing Journal Errors in your Activity Guide.

Topic 3: Correcting Journal Errors

Error	Troubleshooting Steps
Failed Budget Checking	Work with Agency Budget Approver to determine next steps
Invalid Combination	Verify the ChartFields
Accounting Period Closed	Choose a current accounting period

Participant Notes:

Error	Troubleshooting Steps
Total Debits do not equal Total Credits	Review entries for data entry mistake
Control Totals do not match Actual Totals	Review entries for data entry mistake
Inactive or invalid ChartField	Verify the ChartFields entered

Table 13. Fixing Journal Errors

Walkthrough/Activity

We will now complete Activity 12: Viewing and Correcting Journal Entries in your Activity Guide.

Topic 4: Approving Journals to Post

- Approving a journal entry is defined as the process of evaluating that the journal entry is correct and approving the transaction. This evaluation includes budget checking and error checking. Following the approval and systematic checks, the journal will post to the appropriate ledger. Once you run the edit process and the "2V's" are shown (valid), navigate to the approval page.
- All journals need to be approved at the agency level and by the Division of Accounts and Reports.
- An Approval Status effectively marks a journal for posting. Journal posting runs as a background process at night. If a journal needs to be posted before the batch process runs, contact the Division of Accounts and Reports for assistance.

Page Name	Navigation
Approval	General Ledger>Journals>Journal Entry>Approval

Participant Notes:

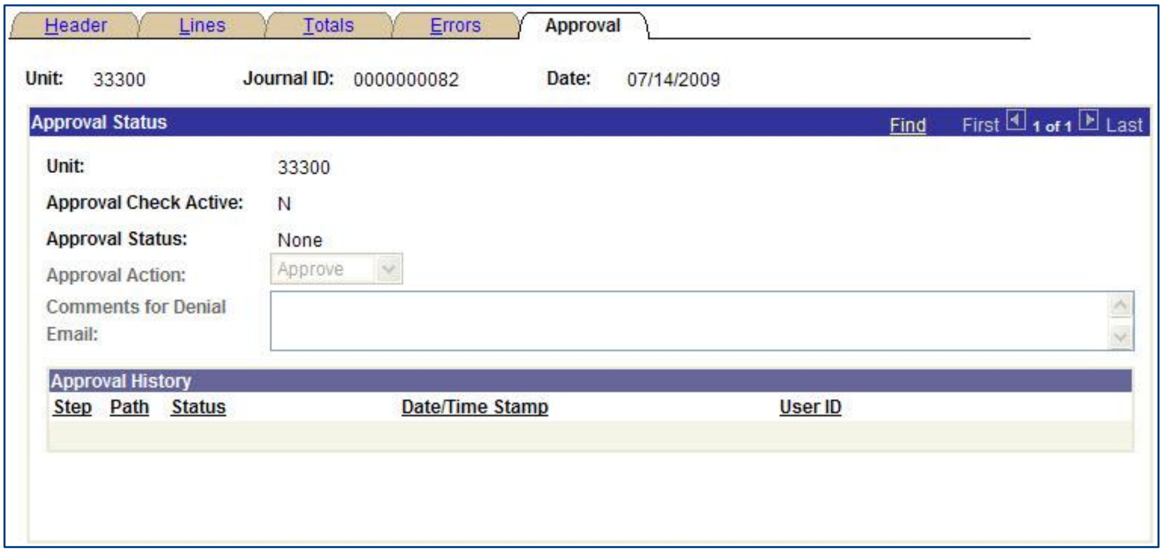


Figure 21. Approval Page

Fields	Description
Approval Status	Indicate whether the journal is approved or denied for posting
Comments for Denial Email	Enter comments if the journal is denied for posting
Approval History section	Provides the Status, Date/Time Stamp, and User ID of approval actions

Table 14. Approval Page Fields

Lesson Review

In this lesson, you learned:

- Edit a journal using the Journal Edit batch process
- Edit a journal online
- View and correct journal entry errors
- Explain the concept of approving journals for posting

Participant Notes:

Lesson 5: Reviewing Journals in SMART

Objectives

Upon completion of this lesson, you will be able to:

- View a journal status
- Perform a Ledger Inquiry
- Perform a Journal Inquiry
- Drill down from Journal Inquiry and review an existing journal

Topic 1: Reviewing Journal Status

- At any time during journal processing, you can view the status of journals and the journal line details on the Review Journal Status pages

Page Name	Path
Review Journal Status	General Ledger>Journals>Process Journals>Review Journal Status

Participant Notes:

Journal Header | Journal Lines

Unit:	17300	Journal ID:	0000000111	Journal Date:	08/03/2009
Fiscal Year:		Source:	ONL	Process Instance:	9353
Accounting Period:		Reference Number:		Status:	Errors
Ledger Group:	ACTUALS	Ledger:		Budget Status:	Not Chk'd

Long Description: test

Journal Line Totals

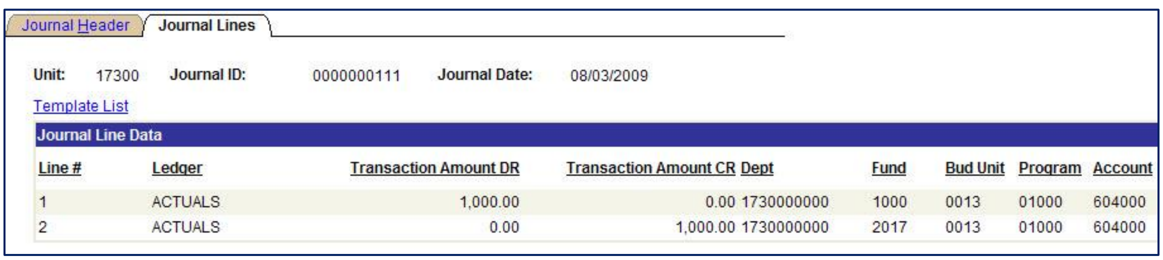
Lines: 2 Debits: 1,000.00 USD Credits: 1,000.00 USD

Commitment Control Amount Type

Amount Type: Actuals Override: N

User:

Figure 22. Journal Lines Page



Journal Header | Journal Lines

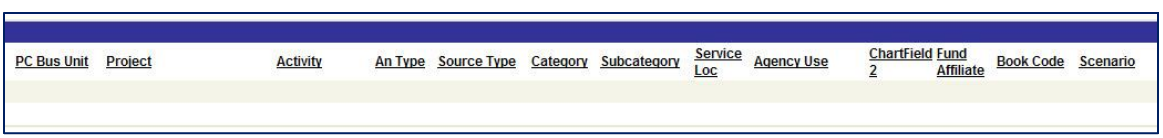
Unit: 17300 Journal ID: 0000000111 Journal Date: 08/03/2009

Template List

Journal Line Data

Line #	Ledger	Transaction Amount DR	Transaction Amount CR	Dept	Fund	Bud Unit	Program	Account
1	ACTUALS	1,000.00	0.00	1730000000	1000	0013	01000	604000
2	ACTUALS	0.00	1,000.00	1730000000	2017	0013	01000	604000

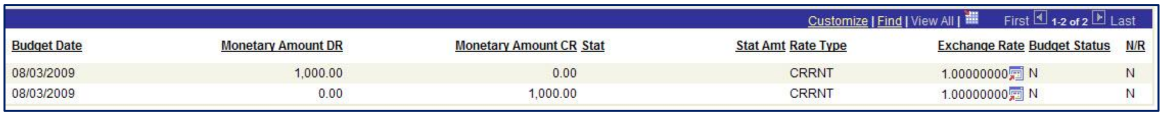
Figure 23. Journal Lines Left of Side of Page



PC Bus Unit	Project	Activity	An Type	Source Type	Category	Subcategory	Service Loc	Agency Use	ChartField 2	Fund Affiliate	Book Code	Scenario

Figure 24. Journal Lines Middle of Page

Participant Notes:



Customize | Find | View All | First 1-2 of 2 Last

Budget Date	Monetary Amount DR	Monetary Amount CR	Stat	Stat Amt	Rate Type	Exchange Rate	Budget Status	N/R
08/03/2009	1,000.00	0.00			CRRNT	1.00000000	N	N
08/03/2009	0.00	1,000.00			CRRNT	1.00000000	N	N

Figure 25. Journal Lines Right Side of Page

Topic 2: The Ledger Inquiry Page

- Commitment control and summary ledgers are not available for ledger inquiry

Page Name	Description
Ledger Inquiry	General Ledger>General Ledger Center>Inquiry>Ledger

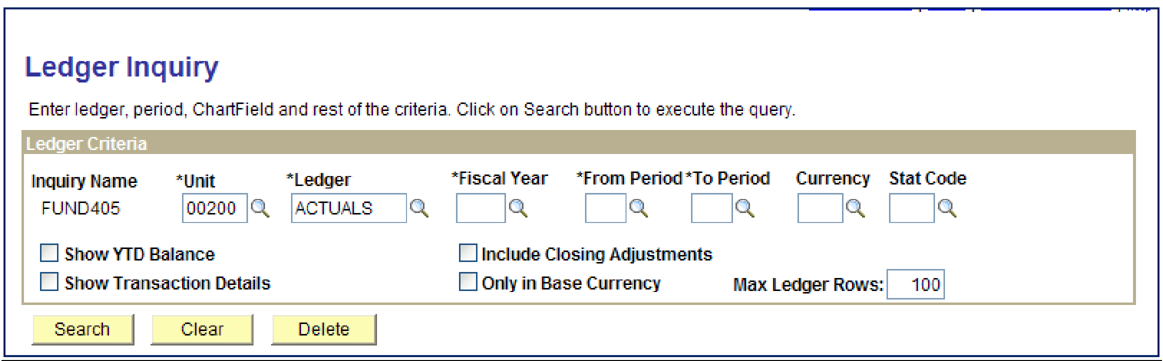


Figure 26. Ledger Inquiry Top of Page

Participant Notes:

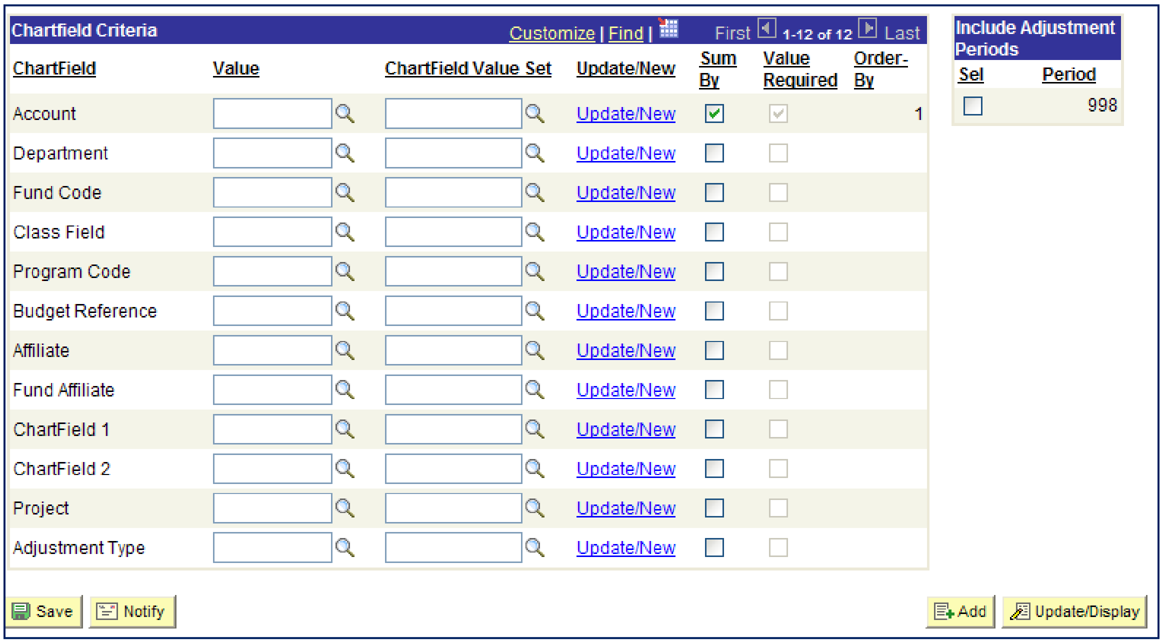


Figure 27. Ledger Inquiry Bottom of Page

Fields	Description
Show YTD Balance	Select this check box and the inquiry returns year-to-date balances for specified ChartFields for a period. Do not select this check box and the inquiry returns individual balances for period and account that are displayed in order by period.
Show Transaction Details	Select to see the ledger data along with the journal transactions that contributed to the balance
Include Closing Adjustments	Select this option to include closing balances (period 999) along with the current open period amounts

Participant Notes:

Fields	Description
Max Ledger Rows	Indicates the maximum number of rows to display. You can override the default of "100" with any number <=300 rows of data that you can display in a scroll area.
Delete	Deletes the inquiry, cancels the page, and returns you to a blank Ledger Inquiry
ChartField	Enter a ChartField value for one or more ChartFields to review specific data in a ledger
ChartField Value Set	Select a predefined set of selection criteria for a given ChartField
Sum By	You are required to select at least one ChartField to sum by. If you do not, you receive an error message when you select the Search button. Period is always included in the sum by and is always the first column in the inquiry results. If you select all ChartFields available in the ChartField Criteria for Sum By and the Show Transaction Details check box is not checked, the result is a display of each row in the ledger that meets your criteria for business unit, ledger, fiscal year, accounting period, currency, and statistics code.
Value Required	Select this check box to filter out ChartFields with blank values. This check box is available only when the Sum By check box is selected. It is also unavailable for selection but is automatically selected by the system if the ChartField Account has Sum By selected.
Order By	Determine the sort order of the ChartFields in the result page by the order in which you select Sum By for each ChartField.

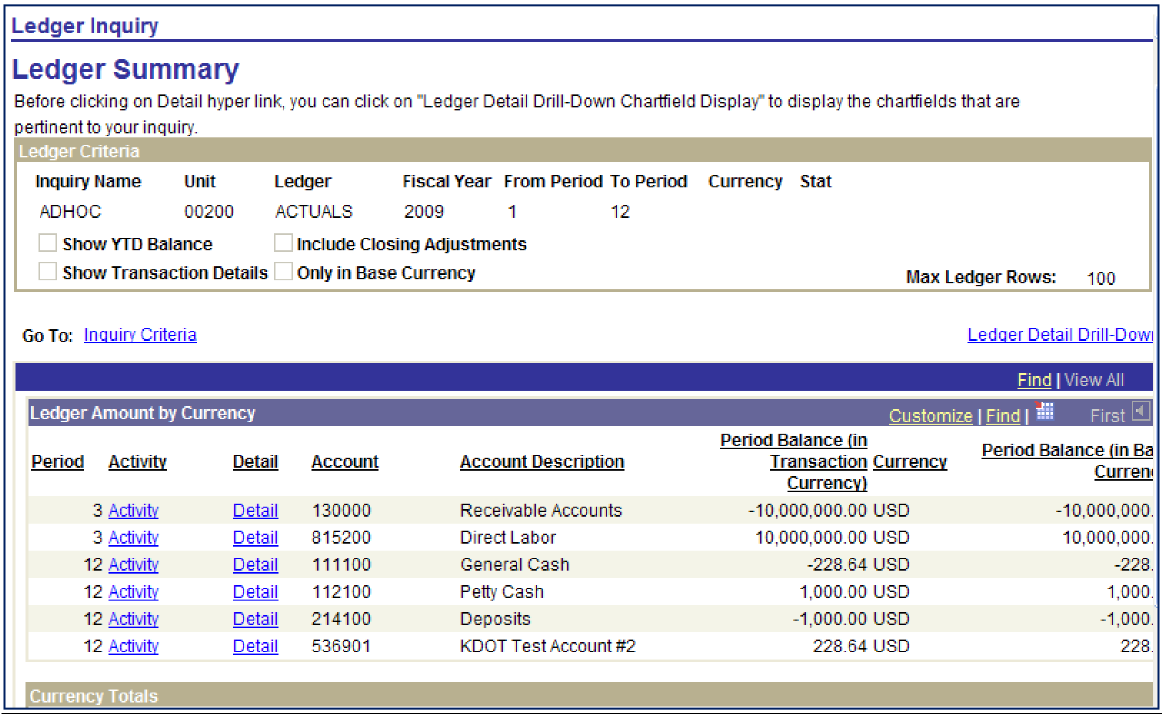
Participant Notes:

Fields	Description
Sel (select)	Select specific adjustment periods by checking its check box from the list of adjustment periods that are available based on the selected Ledger and Fiscal Year.
Period	Adjustment periods are displayed based on those available for the selected ledger and fiscal year

Table 15. Ledger Inquiry Fields

Page Name	Path
Ledger Summary	Search Results from Ledger Inquiry

Participant Notes:



Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
ADHOC	00200	ACTUALS	2009	1	12		

Show YTD Balance
Include Closing Adjustments
Show Transaction Details
Only in Base Currency
Max Ledger Rows: 100

Go To: Inquiry Criteria
Ledger Detail Drill-Dowi

Find | View All

Ledger Amount by Currency
Customize | Find | First

Period	Activity	Detail	Account	Account Description	Period Balance (in Transaction Currency)	Currency	Period Balance (in Ba Curren
3	Activity	Detail	130000	Receivable Accounts	-10,000,000.00	USD	-10,000,000.
3	Activity	Detail	815200	Direct Labor	10,000,000.00	USD	10,000,000.
12	Activity	Detail	111100	General Cash	-228.64	USD	-228.
12	Activity	Detail	112100	Petty Cash	1,000.00	USD	1,000.
12	Activity	Detail	214100	Deposits	-1,000.00	USD	-1,000.
12	Activity	Detail	536901	KDOT Test Account #2	228.64	USD	228.

Currency Totals

Figure 28. Ledger Summary Page

Fields	Description
Ledger Detail Drill - Down Chartfield Display	Click this link to select the Chartfields that you want to display when you drill into the Ledger Detail
Activity	Click this link to view transaction details on the Ledger Inquiry - Transaction Details page
Detail	Click the link to view ledger details on the Ledger Inquiry - Ledger Details page

Table 16. Ledger Summary Fields

Participant Notes:

Walkthrough/Activity

We will now complete walkthrough Activity 13: Performing a Ledger Inquiry

Topic 3: Performing a Journal Inquiry

- You can view detail journal header and journal lines using the Journal Inquiry – Journal Inquiry Details page

Page Name	Description
Journal Inquiry - Journal Inquiry Details	Displays the journal transaction's header information and journal lines

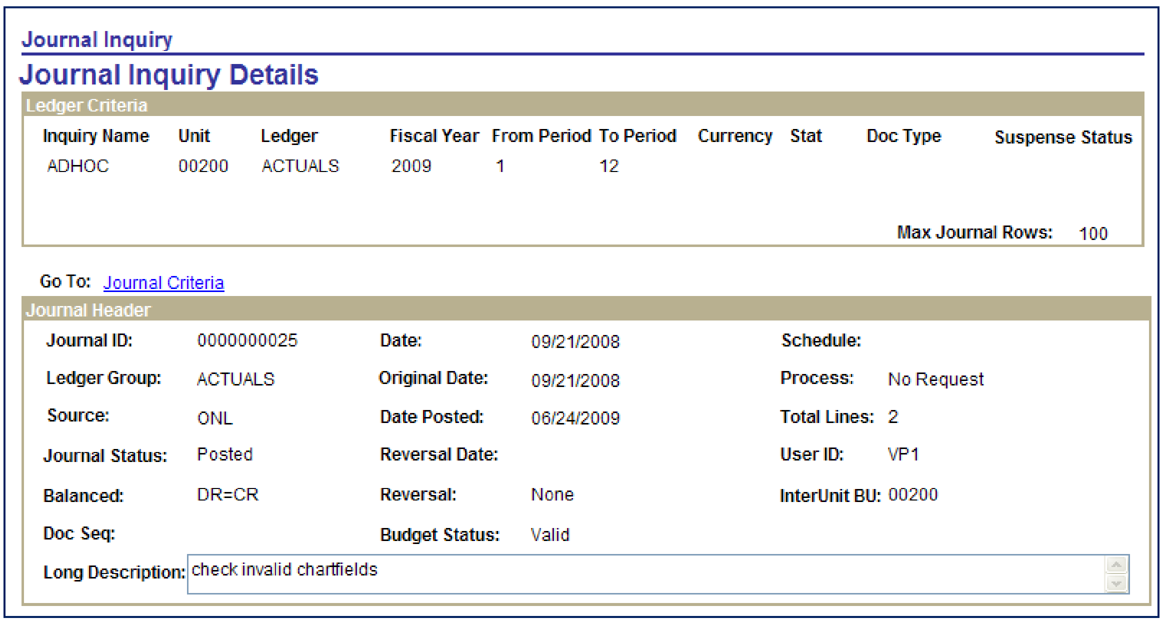


Figure 29. Journal Inquiry Details Top of Page

Participant Notes:

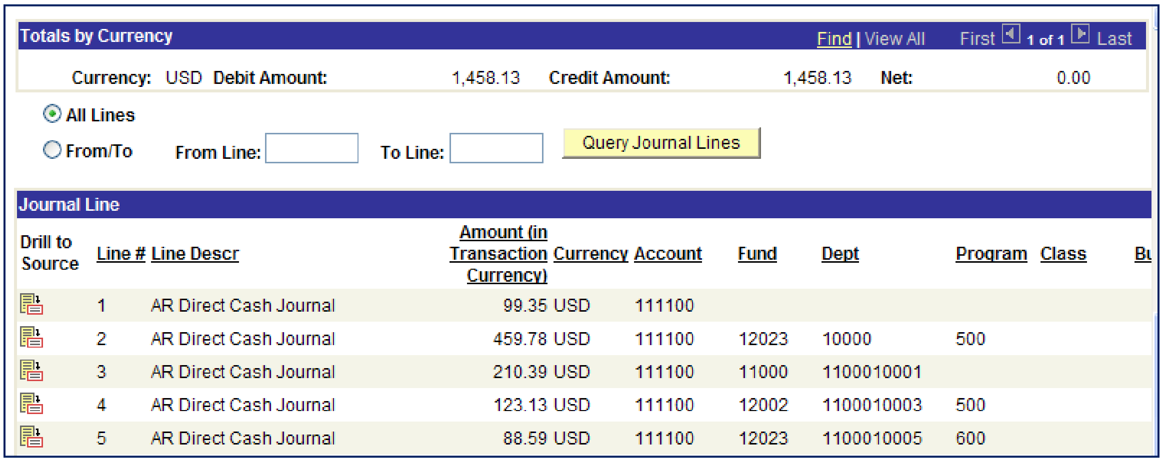


Figure 30. Journal Inquiry Details Bottom of Page

Fields	Description
All Lines	Select this radio button and click the Query Journal Lines button to see all journal lines.
From/To	Select this radio button and then enter a line number in the From Line and in the To Line fields to display a range of journals and with their information when you click the Query Journal Lines button.
	Click the drill to source button to access source of journal lines in the general ledger feeder systems, such as Vouchers or Deposits. This link is not available on the page if the line was created through an online journal entry rather than through Journal Generator.

Table 17. Journal Inquiry Details Fields

Participant Notes:

Walkthrough/Activity

We will now complete Activity 14-15: Performing a Journal Inquiry in your Activity Guide.

Lesson Review

In this lesson, you learned:

- View a journal status
- Mark a journal as incomplete
- Perform a Ledger Inquiry
- Perform a Journal Inquiry
- Drill down from Journal Inquiry and review an existing journal

Participant Notes: